

Election Assistance Commission

Job Title: Staff Associate

Agency: U.S. Election Assistance Commission

Job Announcement Number: EAC-17-01

SALARY RANGE: \$58,844 - \$76,498/ Per Year

OPEN PERIOD: Friday, November 18, 2016 to December 2, 2016

SERIES & GRADE: AD-0301-03

POSITION INFORMATION: Full Time – 2 year term -- Excepted Service

DUTY LOCATIONS: 2 vacancies in the following location: Silver Spring, MD

WHO MAY APPLY: United States Citizens

SUPERVISORY STATUS: No

Agency Description:

EAC was created by HAVA to improve elections. The EAC currently produces the most comprehensive election administration survey in the country; administers the most widely accepted voting machine certification program in the country; and acts as a reference for Congress on many election issues.

For an overview of the diverse responsibilities EAC carries out in regards to election reform, we welcome you to visit our web site at <http://www.eac.gov>.

JOB SUMMARY:

The EAC is seeking entrepreneurial-minded self starters to fill the first class of its Staff Associate program. EAC Staff Associates will work in a rotational and educational program in which they will work with each of the EAC's departments to develop and continue the development of new programs, internal processes, and products. Staff Associates will work with each department for four months, and in those four months, the Staff Associate will learn about that department or program area, develop a new internal product or process that meets the needs of that department or program area, and train the EAC staff on their development.

Staff Associates will work under the supervision of an experienced internal R&D professional and will have the opportunity to learn from experts in the fields of elections and federal government employment.

Additionally, Staff Associates will have the opportunity to shadow and learn from leaders in other agencies as well as attend congressional and community events. Self-driven professionals with multifaceted skill sets will excel in this position.

Program areas in which the Staff Associate may work:

- Election Research
- Communications
- Testing and Certification
- Human Resources
- Programmatic Areas
- Accounting

DUTIES

- Work with staff to produce one new product, internal service, or program every four months.
 - Help each program area or department progress with each product
 - Prepare reports and training information on new development
 - Attend Staff Associate trainings Engage in the EAC's community
 - Become trained to serve and serve as a Contracting Officer Representative
 - **TRAVEL REQUIRED: Occasional Travel**
 - **RELOCATION AUTHORIZED: No**
 - **KEY REQUIREMENTS:**
 - o Must be a US Citizen
 - o Must be able to pass a background investigation
 - o Must be able to obtain and maintain a government-issued credit card
 - o May be required to complete a 12-month trial period
 - o Serving as a Contracting Officer Representative (COR) for assigned projects.
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QUALIFICATIONS

EDUCATION:

Bachelors Degree required. Advanced degree preferred.

MINIMUM QUALIFICATIONS

Must have at least 1 year of full-time specialized experience or the equivalent, comparable to at least the GS-9 level in the Federal Service (obtained in either the public or private sector).

This experience must include 1) applying research principles, concepts, practices and methods; 2) making recommendations to senior management to improve program operations; and 3) preparing written communications and making presentations to stakeholders. These examples are not all inclusive.

Preferred Experience: 1) product development; 2) technical experience (coding etc.); 3) development team management; 4) policy drafting; 5) team leadership; 6) entrepreneurial experience; and 7) event planning.

SPECIALIZED EXPERIENCE: Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and is typically in or related to the position to be filled.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

All applicants must meet the qualifications by the closing date of the announcement

HOW YOU WILL BE EVALUATED:

Qualified candidates will be rated by comparing each candidate's qualifications to the skills and experience pertinent to the position. The following Knowledge, Skills and Abilities (KSAs), are of particular importance to the position and **MUST** be addressed separately in your application. Qualified candidates may be invited for one or more interviews. Interviews will take place the week of December 5, 2016. Final selection will be made on the basis of relevant experience, education, training, performance appraisals, job-related awards, interview, and the Knowledge, Skills, and Abilities identified below.

1. Ability to interpret regulations and guidelines.
2. Oral Communication
3. Written Communication
4. Ability to obtain, compile, analyze and summarize information

BENEFITS:

Benefits include health and life insurance, annual and sick leave, and retirement benefits. Explore the major benefits offered to most Federal Employees [here](#).

OTHER INFORMATION:

- This job is being filled by an alternative hiring process and is not in the competitive civil service.
- EAC will not pay travel, transportation and relocation expenses.
- A background investigation is required and continued employment is contingent on completion of that process to determine suitability for federal employment.
- It is the policy of the Government not to deny employment simply because an individual has been unemployed or has had financial difficulties that have arisen through no fault of the individual. Information about an individual's employment

experience will be used only to determine the person's qualifications and to assess his or her relative level of knowledge, skills and abilities.

- The materials you send with your application will not be returned.
- Within 30 days after entering on duty, you will be required to complete a Public Financial Disclosure Report, OGE-450. You will need to provide the information annually.

For further information regarding the U.S. Election Assistance Commission, please visit our web site at: www.eac.gov.

EEO Policy Statement: https://help.usajobs.gov/index.php/EEO_Policy_Statement

Reasonable Accommodation Policy

Statement: [https://help.usajobs.gov/index.php/Reasonable Accommodation Policy Statement](https://help.usajobs.gov/index.php/Reasonable_Accommodation_Policy_Statement)

Veterans Information: https://help.usajobs.gov/index.php/Veterans_Information

Legal and Regulatory

Guidance: [https://help.usajobs.gov/index.php/Legal and Regulatory Guidance](https://help.usajobs.gov/index.php/Legal_and_Regulatory_Guidance)

Excepted Service: [https://help.usajobs.gov/index.php/Excepted Service](https://help.usajobs.gov/index.php/Excepted_Service)

HOW TO APPLY:

Send resume and narrative statement to:

Resumes@eac.gov

OR

U.S. Election Assistance Commission
1335 East West Highway, Suite 4300
Silver Spring, MD 20910

OR

Fax: (301) 734-3112

REQUIRED DOCUMENTS:

- Resume
- Narrative Statement (no more than 2 pages)

Submit a narrative statement responding to the knowledge, skills, and abilities (KSAs) identified in the HOW YOU WILL BE EVALUATED section of the announcement. This information will be used to determine your eligibility and/or rating and is required. Applicants may apply for this position with a resume, the Optional Application for Federal Employment (OF-612), or other application format, as long as the application contains the necessary information below:

- Vacancy announcement number; title and grade(s) of the job for which applicant is applying (NOTE: Social Security Number is not required on your application).

- All relevant educational information, including college/university, major, type, and year of degree(s) (if no degree earned, show total credits earned and indicate whether semester or quarter hours). See above, mandatory education, and credentials under Qualification Requirement.
- Previous employment experience, including job titles, duties and accomplishments, employer's name, number of hours worked per week, and start and end dates (month and year), and, for most recent jobs, annual salary.
- Incomplete application packets will not be reviewed for further consideration. You must complete this application process and submit any required documents by 11:59 p.m. Eastern Time (ET) on the closing date of this announcement.

AGENCY CONTACT INFO:

Shelia Banks
Phone: (301)563-3925

Agency Information:
US Election Assistance Commission
1335 East West Hwy, Suite 4300
Silver Spring, MD 20910

WHAT TO EXPECT NEXT:

Applicants will be rated upon an evaluation of the relevance and quality of their experience, education, and continuing professional development efforts as reflected in their application materials (resume and narrative statement) addressing the Knowledge, Skills, and Abilities identified. Your answers will be verified against information you provide on other forms (such as your application or resume) and/or by reference checks. The level of education, experience, and/or training you claim must be supported in your application.